



Trinity High School Reopening Plan - Fall 2020 - revised 9/2/2020

Trinity High School's first priority is the health, safety and emotional well-being of our students, families and staff. We plan to open in the fall with our students in the classrooms operating on a full schedule everyday, but we realize that some families may have reservations with this plan. Each classroom will be equipped to teach live remotely should an individual prefer or be required to learn remotely.

The framework is designed to help Trinity keep our employees, students, families and the broader community safe and reduce the impact that the COVID-19 outbreak may have on the school. It is based on what is currently known about best practices to prevent the spread of the disease. This framework addresses our Reopening plan.

1. The prevention, as best as possible, of COVID-19 and other viruses from entering the building;
2. Safety protocols during and after school hours;
3. Best practices for cleaning
4. Training of staff and staying current with public health information; and
5. Responding to individual situations safely.

Trinity High School created a taskforce to help lead development of a workplace plan. Below is a list of our taskforce.

Scott Evans - Physician Assistant

Tanja Wyatt - Nurse

Kim Harnden - Nurse

Shauna Webber - Manchester School District Teacher

Dave Caponigro - School Health Officer and Trainer

Brandon Boss - Trinity Student

Mary Durant - Trinity Student

Matt Arnold - Trinity Faculty

Amber Byron - Trinity Faculty

Matt Carnevale - Trinity Faculty

Miranda Comiskey - Trinity Faculty

Gary Leonard - Trinity Faculty

Mike Martinez - Trinity Faculty

Danielle Waldrupe - Trinity Faculty

Don Mullen - Trinity Director of Guidance

Pat Smith - Trinity Assistant Principal

Steve Gadecki - Trinity Principal

The ultimate goal for the taskforce was to develop a comprehensive safety plan to minimize the influence of COVID-19 on the educational experience of our students and families.

Employees and students must stay home and not report to school if they are sick or not feeling well. They must notify Lisa Twitchell at 668-2910 ext 211 or ltwitchell@trinity-hs.org. In addition, if employees or students have any of the following symptoms, which could be possible COVID-19 symptoms, they must stay home and notify either Mr. Caponigro or Mr. Smith:

- Have a fever or feel feverish in the last 72 hours, including chills or shaking
- Experiencing any new muscle aches or pains, headache, nausea, severe fatigue with apparent cause or diarrhea
- Changes in sense of taste or smell
- Temperature above 100 degrees
- Sudden onset of respiratory symptoms such as cough or shortness of breath (unless known medical conditions such as COPD)
 - If they suffer annually from allergies (e.g. sneezing, red eyes, runny nose & cough), have the parent discuss these symptoms with Mr. Caponigro. They will be asked to get documentation from a medical professional. This will be kept on file in our health office.
 - If an employee or student gets sick or is not feeling well at school, they must notify Mr. Caponigro or Mr. Smith
 - If they are not able to leave the building immediately due to their condition or lack of transportation, they will be directed to the designated isolation area.

Health Screening

A screening health survey must be completed on the first day of school for each employee and student. Employees and students will be asked if there are any changes each morning during the temperature check. The screening survey will require staff and parents to answer the following questions

1. Within the past three days have you had:
 - A. Fever,
 - B. Respiratory illness, such as cough, sore throat, runny nose or shortness of breath,
 - C. Mild flu-like symptoms, such as nausea, fatigue, diarrhea, muscle aches and pains or headache,
 - D. Changes in sense of taste and smell?
2. Have you been in close contact with a confirmed case of COVID-19 in the past two weeks?

3. Have you travelled outside of New England in the last two weeks?

Process for Employees or Students Not Allowed in the Building

If an employee or student is not allowed in the building, Mr. Caponigro or Mr. Smith will contact the employee or parents for further discussion. If based on the screening and discussion, the individual is not allowed to return to the building, options will be discussed with the employee or the parents, and any recommended actions will be documented. These actions may include but are not limited to the following:

- Quarantining at home for fourteen days
- Seeing a doctor
- Going to the hospital
- Obtaining a COVID-19 test
- Checking back in every two to three days

Masks

- Visitors are required to wear a mask when entering the building
- All employees are required to wear a mask while in the building and working with students. Employees may remove masks when they are not around students. If they are around other adults, they may remove masks if proper social distancing may be maintained.
- Students must wear masks at most times. They may remove their masks in class provided all occupied desks are six feet apart. They may also remove their masks while seated in appropriate seats in the cafeteria.
- Students and employees must provide their own masks.

Morning

- No admittance into the building until 7:00
- 7:00 - 7:30 admittance into the cafeteria
- 7:30 admittance directly to classrooms
- Faculty must be in their classrooms by 7:30 if they have a first period class
- Students enter through the gym lobby onto the first floor or through the back entrance down into the cafeteria. Upon entering everyone will read screening questions posted in entrances. If an individual answers yes to any of the questions the student will be sent home, and the parents contacted. Additionally, a non-touch temperature check will be conducted daily. Anyone with a temperature above 100 will be rechecked and recorded. If temperature is still above 100 the individual will be sent home, and the parents contacted.
- Students should bring their own masks, but if they forget, Trinity will provide a mask. No student will be admitted without a mask.
- Faculty and staff should “self screen” thinking about where they have been, who they have

been around, and checking temperature on a daily basis. Temperature check may be at home or upon arrival at school.

- The student code will be active on the gym door. Students should not use the side door except to exit the building.
- Late arrivals
 - If a student is arriving for 2nd period, he or she needs to enter through the back of the gym and into the cafeteria for screening
 - If a student arrives after the beginning of 2nd period, the student needs to enter through the main doors and report directly to the main office for screening

Visitors and Deliveries

- Guests should be limited; however, any guest needs to check in at the main office for screening. All guests are expected to follow Trinity guidelines in regards to proper distancing and the wearing of masks.
- Daily deliveries from UPS, FEDEX, the post office, etc., will be delivered to Alumni Hall where summer delivery occurs.
- Deliveries needed to be delivered elsewhere than Alumni Hall need to be supervised by a Trinity staff member or someone appointed by Trinity to supervise. These deliveries, when possible, should be outside of student hours.

Classrooms

- Teachers will not be assigned to a specific classroom - although minimal changing of rooms will be attempted. Teachers' main work area will be relocated to space on their department floor if possible. Where practical relocation will be minimized.
- In classrooms where all students may sit six feet apart in designated desks, students may remove their masks. At all other times masks must be worn.
- Assigned seating will be mandatory for each classroom.
- There will be hand sanitizers in each classroom as well as a disinfecting spray. Although Trinity will be supplying disinfecting materials and hand sanitizer, students are to bring disinfecting wipes as well as their own sanitizer. Each occupied desk for class needs to be disinfected upon dismissal.
- Group work can be conducted. If 6 feet distance cannot be maintained for the group work masks must be worn. Weather permitting, teachers may use outdoor space for group work if feasible. Teachers wanting to use the outdoor space must sign up ahead of time through the assistant principal.
- Labs can and should be conducted. Masks should be worn if 6 feet distance cannot be maintained. It is preferable if each student could have his/her own instruments.
- Students presenting to the class need to wear masks when presenting.
- Each class will be set up to allow for remote learning.

- Because each class allows for remote learning, parents may opt to keep their students home. A plan is to be established with guidance with teacher input regarding assessments and other graded material.
- The building's ventilation exhaust system has been cleaned and will ventilate out classroom air. Additionally, each classroom will be equipped with an air purification device using a 17 MERV filter.

Schedule

- Regular weekly schedule will be four days of block schedules and one day of a "skinny" schedule on Wednesdays.
- There will be no rotation
- Block Schedule (ABEC/DGFH)
 - Four ninety minute classes
 - Four twenty-five minute lunches
 - Five minute passing periods
 - Not including lunch only three travel times
- Skinny Schedule
 - Eight classes
 - Seven non-lunch mods are forty minutes
 - Lunch mod is eighty-four minutes of instructional time
 - Four twenty-five minute lunches
 - Three minute passing periods
 - Not including lunch seven travel times
 - 2:45 Dismissal
- Study Halls
 - Students will need to maintain the proper 6 feet distancing to remove masks
 - Students should not be released from study without a note from their destination's staff member - this note can be an email from the staff member.
 - If a study hall is the first period, students are encouraged to arrive just prior to second period if practical
 - If a study hall is last period, students are encouraged to leave at the beginning of the period
 - If a student has last lunch followed by a study, student is encouraged to leave at the beginning of the lunch period.
 - Students arriving late or leaving early need to have their parents sign an acknowledgement form at the beginning of the year indicating approval and awareness. This is necessary even for the student riding with his/her parent

End of School Day

- Students will be dismissed in an orderly manner to avoid congestion at the exits
- Students are not to congregate after school
- All after school activities and sports should follow the proper guidelines for their activity and sport

General Building

- Hand sanitizers at the ends of each flight of stairs
- Hand sanitizers at each water fountain
- Touchless water fountains to refill water bottles
- Hand sanitizers at each bathroom exit
- Restrooms are **NOT** to be used during travel periods, but teachers should control only one student out of their room at a time
- There will be one custodian here during the school day to wipe down surfaces (hand rails, door knobs, table tops, etc) as well as cleaning bathrooms throughout the day
- One-way traffic during heavy travel periods
- Signage indicating, 6 feet distancing, washing hands, wearing masks throughout the building
- Students will be assigned lockers based on their grade. Students are not allowed to share lockers.

Lunch

- Assigned seating **four** per table in the cafeteria
- Outdoor seating will be available weather permitting
- Tables disinfected between lunches
- No buffet offerings - cafeteria staff will follow CDC safety protocols
- All students and staff are encouraged to use the payment system to limit cash transactions

Meeting with Students

- Teachers will need to determine location depending on availability
- If 6 feet distancing is not achievable masks must be worn
- If sharing materials, hand sanitizer should be used as needed and the shared materials disinfected after each session
- If parents are involved determine if a virtual meeting would accomplish the same goal. If not appropriate distancing or masks will need to be needed for in person meetings

Covid infected students or staff

- If a student or staff member is at school and demonstrates symptoms, that individual will be isolated in a dedicated room until he/she can leave the premises.
- If a student or staff member has symptoms, the individual will not be able to return to school until he or she **has been cleared by a doctor. Failure to receive doctor's clearance, the individual will not be able to return to school for fourteen days and must be symptom free for three consecutive days.**
- Individuals who may have been exposed by the infected person shall not return to school for fourteen days after the possible exposure. The individual may **only** return sooner if **cleared by a doctor.**
- Students restricted from campus may access their classes remotely. Teachers are to work with the student and if necessary, guidance to set up appropriate expectations for completion of work.
- Teachers restricted from campus are encouraged to teach their classes remotely from home health permitting. Short term coverage will be provided with typical subs. If long term coverage is necessary - Trinity will try to secure proper long term instruction via a sub.
- No "sick days" will be lost due to covid related issues.

Athletics

- Will follow guidelines set forth by NHIAA and other appropriate agencies
- If the NHIAA cancels sports, Trinity will work within the state guidelines as well as the diocese to determine if there are alternatives.
- No one will be allowed to store items in the locker rooms. They will be used only to change into athletic attire with limited occupancy.
- The locker room will be disinfected daily.

Chorus and Band

- Band and chorus will be conducted in the gym providing more than ample social distancing.
- All chorus students will need to wear masks while singing regardless of social distancing.
- Any "performances" will be determined on individual basis

Campus Ministry

- Amount of students in the center at one time will be limited - if space is a hindrance for some activities, relocating the activity should be considered
- The use of gaming equipment will be by sign up only - all equipment is to be disinfected prior and after usage
- Any activities need administrative approval. Service opportunities need to be in accordance with best safety practices for our students.

- Liturgies will be celebrated by Fr. Josh in the chapel with one or two theology classes per Mass dependent on Fr. Josh's schedule and availability.

Assemblies

- Until the pandemic eases there will be no all school assemblies. Any in person assembly would be restricted to only one grade at a time with proper distancing and masks.
- Fr. Josh anticipates conducting four weekly Masses per week during theology classes. These Masses will follow proper distancing guidelines and may take place in the gym, chapel or outdoors - depending on the size of the classes.
- All school Masses will be conducted remotely with Fr. Josh celebrating in the gym. The students will remain in their classrooms and participate online via their iPads. Communion will be distributed room to room.

Contact Person

- Dave Caponigro, Trinity's health officer, is Trinity's primary COVID contact.
- Pat Smith, Trinity's assistant principal, is Trinity's secondary COVID contact should Dave not be available
- Dave has done hours of COVID screenings through Safe Sports as well as PPE review
- Dave has participated in three Zoom meetings regarding COVID-19 and is now participating in the recurring nurses call.

Transportation

- Trinity provides limited transportation via its minibus. All occupants will be required to wear a mask while on the bus, and there will be only one student per seat. Windows should be open to allow for maximum ventilation. Students will be required to answer all screening questions affirmatively and will have their temperature taken prior to boarding the bus. Any temperature above 100 degrees will result in the student needing to remain at home.
- Should bus transportation require full size school buses, we will evaluate our needs and availability of buses. If possible, only one individual will be seated per seat and masks must be worn at all times. Windows should be open to allow for ventilation. Temperatures will be checked prior to boarding the bus. Any temperature above 100 degrees will result in the student not boarding the bus and participating in the event.
- Parents may be asked to provide individual transportation to school events.

Communication Plan

- Signage throughout the building
- Written correspondence through email and social media
- Instruction in classrooms for students
- Remote meetings offered to students and parents

Remote Learning

- Trinity is committed to maintaining classroom instruction. If circumstances occur that Trinity needs to implement remote learning, teachers will implement fully Google Classroom and Zoom tools to provide instruction.

Taskforce

- The taskforce met throughout the summer either in person, Zoom or through email constantly reviewing and revising the reopening policy.
- The taskforce will meet on the 1st and 15th of each month via Zoom as long as warranted.

Training

- The administration will host a Zoom meeting during the week of August 17 for each of the individual grades and their families to discuss the reopening plans. Weekly communication will be shared through RenWeb beginning the week of August 3.
- The administration will host a Zoom meeting for the students the week of August 24 (orientation is August 28). The Zoom meeting will be grade specific reviewing the expectations of the students prior to orientation.
- The administration will communicate weekly if not more often with the faculty and staff to update them on the reopening plan. There will be a faculty workshop dedicated to the reopening during the week of August 24.